



TREE REMOVAL PERMIT SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

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| <ul style="list-style-type: none"><input type="checkbox"/> Permit Application<input type="checkbox"/> Critical Areas Worksheet. Note: a critical area report may be required if a critical area exists on or adjacent to the site.<input type="checkbox"/> Site Plans – Two (2) copies. Drawn to an engineering scale (e.g. 1" = 20').<ul style="list-style-type: none">• Site address• Name, address, and phone number of the person who prepared the drawing.• Graphic scale and north arrow.• Location of all critical areas and buffers on or adjacent to the site. | <ul style="list-style-type: none">• Location and size of all conifers over 24.8 inches in circumference or 8" in diameter and deciduous over 37.2 inches in circumference or 12" in diameter at 4 feet 6 inches above ground.• Identification of significant trees to be removed, trees to be retained, and location of replacement trees. <ul style="list-style-type: none"><input type="checkbox"/> Calculation of required tree retention percentage.<input type="checkbox"/> Calculation or required replacement trees. |
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Submittal Fee: \$155.75 hourly rate, 1 hour minimum.

Fees effective 1/2014 and are subject to change.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com

Business Hours: M – F 8:00 a.m. to 5:00 p.m. ♦ Permit Processing Hours: M – F 8:00 a.m. to 4:00 p.m.

17500 Midvale Avenue North, Shoreline, Washington 98133-4905

Telephone (206) 801-2500 Fax (206) 801-2788 pcd@shorelinewa.gov

2/2014